

Retention and Classification Report

Agency: Sanpete County (Utah). County Clerk (856)
Sanpete County Courthouse
150 North Main, P.O. Box 100
Manti, UT 84642

Records Officer

15846	Articles of incorporation alphabetical index
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20698	Cattle registration record book
15777	Franchise book
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AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15846

4

TITLE: Articles of incorporation alphabetical index

DATES: 1871-1875; 1886-1963

ARRANGEMENT: Alphabetical

TOTAL VOLUME: 2.00 reels.

DESCRIPTION:

This is an alphabetical index of companies incorporated to do business in Sanpete County and was created by the County Clerk to facilitate access to the Articles of Incorporation Record Books and Incorporation Case Files. The series provides record book, page number, type of document, name of incorporation, and case file number.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Because of the importance of incorporation information, which documents the organization and existence of companies, the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15846

TITLE: Articles of incorporation alphabetical index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 17579

4

TITLE: Articles of incorporation record books

DATES: 1871-1875; 1886-1963

ARRANGEMENT: Chronological

TOTAL VOLUME: 2.00 reels.

DESCRIPTION:

This series contains copies of Articles of Incorporation filed with the Sanpete County Clerk by newly organized corporations. The registers were kept as the official copy available for public use. The actual articles of incorporation record the following: names of the incorporators and their places of residence, the length of the corporation's duration, the pursuit of business agreed upon, amount of stock each shareholder receives, description of stock classes, number and kind of corporate officers, and the number of directors necessary to transact corporate business.

Under current Utah law and the laws of the territorial legislature, individuals desiring to incorporate, were to file and record articles of incorporation with their respective county clerk. These agreements specified the nature and place of business, amount of stock to be issued, terms for officers, etc. The clerk in turn kept the articles in a separate case file, sent a copy to the Secretary of State for registration, issued a certificate of incorporation and recorded the final articles of incorporation in these record books. The series officially ended in 1961 when the registration of companies was transferred to the state government, although a few documents were added to the record books in 1962 and 1963.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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AGENCY: Sanpete County (Utah). County Clerk

SERIES: 17579

TITLE: Articles of incorporation record books

(continued)

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Because of the importance of incorporation information, which documents the organization and existence of companies, the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

PRIMARY CLASSIFICATION:

Public

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 20698

3

TITLE: Cattle registration record book

DATES: 1915-1928

ARRANGEMENT: chronological

TOTAL VOLUME:

DESCRIPTION:

This volume records certificates issued by the breed association of purebred cattle. It was unlawful to allow cattle to run at large upon the public domain (open range) without having such a certificate recorded in a book provided for that purpose in the county clerk's office in the county in which the cattle were to be ranged.(UCA, 1917 sec. 96). This is the Sanpete County clerk's record book of purebreds.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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APPRAISAL:

Historical

This disposition is based on information provided on rural agriculture in early 20th century Utah.

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15777

3

TITLE: Franchise book

DATES: 1908-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

This book documents franchises granted by the county commission. The commissioners "must cause to be kept a franchise book containing all franchises granted by the board for that purpose, the length of time and to whom granted, the amount of bond and license tax required or other consideration to be paid" (UCA 17-5-16-(4)(1990)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 21.

AUTHORIZED: 08/23/1995

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15777

TITLE: Franchise book

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 84104

4

TITLE: Marriage license applications

DATES: 1888-

ARRANGEMENT: Chronological, thereunder numerical by application number

TOTAL VOLUME:

DESCRIPTION:

The county clerk registers each couple through an application process to prove their identity and record other information which permits the couple to receive their license to be legally married. The information includes: application number; names and addresses of couple; color or race; marital status; places and dates of birth; occupation of applicants; names, birthplaces, and nationalities of fathers; maiden names, birthplaces, and nationalities of mothers; statements that applicants are free from venereal disease or chronic epilepsy; maiden name of female (if previously married); signatures of applicants; consent of parent or guardian if either applicant is a minor; signatures of witnesses and county clerk; and date application was filed. These are forms completed by couples applying for marriage licenses. They are used to prove their identity and record other pertinent information which permits the couple to receive their license. The application include the following information: "the full names of the contracting parties, including the maiden name of the female, the present place of residence of each, the date and place of birth (town or city, county, state or country, if possible), the names of their respective parents, including the maiden name of the mother, the birth places of fathers and mothers (town or city, county, state or country, if possible), and the distinctive race or nationality or each of the parent. If the female is a widow, her maiden name shall be shown in brackets" (UCA 30-1-8 (2) (2004)).

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11/19/2012

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 84104

TITLE: Marriage license applications

(continued)

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in Office permanently or until microfilmed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 84103

4

TITLE: Marriage licenses

DATES: 1873-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

This series contains copies of the marriage licenses granted in Sanpete County. The information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

AUTHORIZED: 04/04/2000

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Paper: Retain in Office permanently or until microfilmed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 84103

TITLE: Marriage licenses

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15323

3

TITLE: Miscellaneous bonds

DATES: 1854-

ARRANGEMENT: Numerical by bond number.

TOTAL VOLUME:

DESCRIPTION:

"All official bonds shall be recorded in the office of the county recorder and then filed and kept in the office of the county clerk. The official bond of the county clerk after being recorded shall be filed and kept in the office of the county treasurer" (UCA 17-16-11 (1995)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 29.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection and provided territorial bonds are transferred to Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15323

TITLE: Miscellaneous bonds

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15844

3

TITLE: Miscellaneous index

DATES: 1905-1949

ARRANGEMENT: Alphabetical by name

TOTAL VOLUME:

DESCRIPTION:

This is an index to recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(9) (1995)). The index contains the date of instrument, date of filing, entry number, book and page, type of instrument, from, to, and remarks.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 13.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15779

3

TITLE: Notaries public index

DATES: 1903-

ARRANGEMENT: Alphabetical by name

TOTAL VOLUME:

DESCRIPTION:

This is an index to all notaries public in the county. After the county clerk receives "certification of notaries public from the Division of Corporations and Commercial Code," he shall "keep and maintain an indexed record" of notaries public within the county "showing the names of all persons holding notarial commissions, with the dates of issuance and expiration" (UCA 17-20-3 (2003)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 27.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Microfilm master: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15779

TITLE: Notaries public index

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15322

3

TITLE: Official bonds

DATES: 1854-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

"All official bonds shall be recorded in the office of the county recorder and then filed and kept in the office of the county clerk. The official bond of the county clerk after being recorded shall be filed and kept in the office of the county treasurer" (UCA 17-16-11 (1995)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 29.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: Sanpete County (Utah). County Clerk

SERIES: 15322

TITLE: Official bonds

(continued)

PRIMARY CLASSIFICATION:

Public